



ROBERT BENTLY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

Bryce Hospital
1651 Ruby Tyler Parkway
Tuscaloosa, Alabama 35404-2990
Phone (205) 507-8000
Fax (205) 507-8352
www.mh.alabama.gov



JIM REDDOCH, JD
COMMISSIONER

SHELIA T. PENN, BSN, MPH
HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

<u>JOB TITLE:</u> Recreation/Activity Specialist III	<u>NUMBER</u> 14-20
<u>JOB CODE:</u> J3000 <u>SALARY RANGE:</u> (73) \$37,389.60- \$56,685.60	<u>POS.</u> 8801334
<u>JOB LOCATION:</u> Bryce Hospital	<u>DATE:</u> 9-26-2014

QUALIFICATIONS: Masters degree in therapeutic recreation, recreation or a closely related field. Considerable experience (**48 months or more**) in recreation, physical education, or therapeutic activities. Must possess or be eligible to receive Certification as a CTRS through the National Council for Therapeutic Recreation Society or board certified as a music therapist under (CBMT) the Certification Board for Music Therapy.

KIND OF WORK: Plan, develop, coordinate, administer and evaluate the Therapeutic Recreation and Rehabilitation Departments (which includes music therapy, horticulture therapy, barbers and beauticians, and library services) for the hospital. Provide supervision to the Recreation and Rehabilitation staff. Coordinate ongoing staff development programs for Therapeutic Recreation and Rehabilitation personnel. Provide services and documentation to comply with The Joint Commission, Medicare and Medicaid. Develop and monitor the Quality Improvement Plan for Therapeutic Recreation and Rehabilitation Department. Work with other clinical departments and units to coordinate services (ex: Hospital-wide patient activities). Coordinate transportation for off-campus patient activities. Encourage professional involvement with organizations (ATRA, NTRS) in order to keep current with national trends in the field of Therapeutic Recreation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to utilize professional data in planning and evaluating activity programs and implement programs as required. Ability to communicate effectively both orally and in writing and supervise, direct and evaluate the work of others. Ability to prioritize multiple demands and meet deadlines. Ability to keep accurate records and write reports. Ability to interact with patients and other professionals in a courteous, professional manner. Knowledge of individual and group behavior and effective ways of working with mentally ill patients.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE Or The Official Web Site www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404-2990 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** *Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application*